

University of Swaziland

Final Examination- May 2011

Title of Paper: *Computer Foundation Course*

Course Code: *IDE – CFC100 (Diploma in Law, B.A. Humanities,
Certificate in Portuguese)
CFCH100 (Humanities)
EDF102/ IDE – EDF102 (ALL Education)*

Time Allowed: *Three (3) Hrs.*

Instructions to Candidates:

Section A: Multiple Choice questions

1. Mark all your answers on the **Answer sheet** using **INK** (answers marked in **pencil** will not be accepted)
2. Indicate your **ID Number** and **PROGRAM** on the **Answer sheet**
3. When completed, insert your **Answer sheet** in the **Examination Answer Folder** provided.

Section B:

1. Answer **ALL four (4)** questions
2. Write your answers in the **Examination Answer Folder** provided
3. Indicate **Course code** and **Program** on the **Examination Answer Folder**

This examination paper should not be opened until permission has been granted by the invigilator

SECTION A

1. _____ is a set of detailed instructions given to a computer
 - A. A central processing unit
 - B. A computer program
 - C. An input device
 - D. None of the above

2. The main circuit board of the system unit is the
 - A. Computer program
 - B. Control unit
 - C. Motherboard
 - D. None of the above

3. All calculations and logic comparison take place in the computer's _____
 - A. ALU
 - B. Control unit
 - C. Program
 - D. Primary memory

4. When suddenly power goes off while working on the computer, the contents of _____ memory is never changed.
 - A. Cache
 - B. ROM
 - C. RAM
 - D. DRAM

5. Graphic symbols that are used to represent tasks are called:
 - A. Charts
 - B. Graphs
 - C. Displays
 - D. Icons

6. The smallest piece of data that can be manipulated by a computer is called a:
 - A. Byte
 - B. Megabyte
 - C. Bit
 - D. Megabit

7. If the data contained in primary memory is lost when the computer is shut off, that memory is said to be:
 - A. Removable
 - B. Read Only
 - C. Volatile
 - D. Non volatile

8. Which of the following are the five main components of a computer system?
- A. CPU, CD-ROM, mouse, keyboard, Sound card
 - B. Memory, Video card, Monitor, Software, Hardware
 - C. Modem, keyboard, Word Processor, Printer, Screen
 - D. CPU, memory, system bus, input, output
9. In Microsoft Word, accidentally deleted text can be put back into a document using this feature:
- A. Retrieve command
 - B. Undo command
 - C. Oops button
 - D. Open command
10. In Microsoft Windows, the following can be uniquely identified because they have yellow icons
- A. Files
 - B. Folders
 - C. Programs
 - D. Menus
11. In Microsoft word, the feature that would let you automatically exchange every occurrence of a word in a document with another word is called _____
- A. Search and destroy
 - B. Justification
 - C. Find and replace
 - D. Find and exchange
12. The main components of the computer communicate with each other using
- A. System bus
 - B. Memory
 - C. Keyboard
 - D. Monitor
13. You have learned in the practice that ##### means:
- A. You have entered a number wrong
 - B. The cell is not wide enough
 - C. You have entered a number wrong
 - D. You have entered an invalid formula
 - E. You have entered an invalid selection
14. What does RAM stand for?
- A. Read Area Module
 - B. Remote Access Memory
 - C. Random Access Memory
 - D. Reliable Access Memory

15. Within Microsoft Excel, which of the following describes absolute cell referencing?
- A. Never reference the same cell
 - B. Always reference the same cell
 - C. Always reference the cell to the left
 - D. None of the above
16. The two (2) main components of the CPU are
- A. System Unit and Software Unit
 - B. Binary Unit and Decimal Unit
 - C. Control Unit and Arithmetic Logic Unit
 - D. Arithmetic Loader Unit and Binary Unit
17. Within Microsoft Excel, which of the following is an example of absolute cell referencing?
- A. =£A£1-B1
 - B. =\$A\$1-B1
 - C. =A1-B1
 - D. None of the above
18. _____ are used to perform basic mathematical operations like addition, subtraction or multiplication.
- A. Arithmetic functions
 - B. Arithmetic operations
 - C. Arithmetic cells
 - D. Arithmetic values
19. What does CPU stand for?
- A. Calculation Processing Unit
 - B. Computing Precision Unit
 - C. Central Processing Unit
 - D. Control Processing Unit
20. You can use the tab key to
- A. move the cursor across the screen
 - B. indent a paragraph
 - C. move the cursor down the screen
 - D. A and B only
21. Software is divided into 2 main types, which are _____
- A. Operating Systems and systems software
 - B. Application software and systems software
 - C. Systems and user software
 - D. Word processing and Spreadsheets

22. What menu is selected to cut, copy, and paste?
- A. File
 - B. Tools
 - C. Edit
 - D. Format
23. In Microsoft Windows, which of the following best describes the procedure for creating a folder called IDE in drive F?
- A. Open drive F, type IDE
 - B. Open Drive F, right-click empty space, choose folder, then type IDE
 - C. Open drive F, right click empty space, choose new, choose folder, then type IDE
 - D. Open drive F, right click empty space, choose new, then type IDE
24. In Microsoft Excel, suppose a worksheet contains the values 20,30,40 and 50 in the range of cells from B5 to cell E5. All of the following formulae will calculate the total of the values except
- A. =B5+C5+D5+E5
 - B. =SUM(B5:E5)
 - C. =(B5:E5)
 - D. =20+30+40+50
25. The default standard alignment is
- A. Left
 - B. Centre
 - C. Justified
 - D. Right
26. Within Microsoft Excel, which of the following will add two cells together?
- A. A1+B1
 - B. =A1:B1
 - C. =A1+B1
 - D. =Add A1:B1
27. File, Edit, View, and Format are
- A. Special commands
 - B. Menu options/choices found on the main menu bar
 - C. List of many tasks that can be done
 - D. None of the above

28. In Microsoft Word, which of the following is the correct procedure for creating a table?
- A. Click **Table** in the menu bar, click **Insert** in the menu that appears, click **Table** in the submenu that appears, and then specify the number of rows and columns.
 - B. Click **Insert** in the menu bar, Click **Table** in the menu that appears, and then specify the number of rows and columns
 - C. Click **New** in the menu bar, click **Table** in the menu that appears, and then specify the number of rows
 - D. Click **View** in the menu bar, click **Table** in the menu that appears, and then specify the number of rows
29. First generation computers used
- A. Integrated circuits
 - B. Integrated circuits chips
 - C. Vacuum tubes
 - D. Transistors
30. All of the following are methods of opening a file, except
- A. Select the file, right click on the file, and click open
 - B. Select the file, and then press ESC key on the keyboard
 - C. Select the file, and then press ENTER key on the keyboard
 - D. Select the file, and then double click on the file.
31. Within Excel, _____ is/are pre-programmed operations that help you save time by not having to write out common formulas.
- A. Formulas
 - B. AutoSum
 - C. Functions
 - D. SUM
32. In Microsoft Word, all of the following steps may be used to move text, except
- A. Select the text, Click Cut icon, Move cursor to new position, Click Paste icon
 - B. Select the text, Click Paste icon, Move cursor to new position, Click Move icon
 - C. Select the text, Click Edit then Cut, Move cursor to new position, Click Edit then Paste
 - D. Select the text, Point to selected text and drag text to new position
33. Which of the following is an Application Software?
- A. MSDOS
 - B. Windows XP
 - C. Linux
 - D. MS Excel

34. Which of the following is the correct format of an electronic mail address?
- A. jele&uniswa.sz
 - B. melusi@uniswa.sz
 - C. mandla@www.uniswa.sz
 - D. Nozipho*hum.org
35. Which of the following wild card specifications refers to all Microsoft Word files whose names start with the letter M?
- A. M?.text
 - B. M*.word
 - C. M*.doc
 - D. *M.doc
36. Which of the following statements is FALSE?
- A. A Floppy disk stores less information than a Hard disk
 - B. Magnetic tapes are more reliable than CDs
 - C. Primary memory is volatile
 - D. None of the above
37. In Microsoft Windows, you can move a window to a different position on the screen by dragging it by its _____
- A. Title Bar
 - B. Status Bar
 - C. Move handle
 - D. Tail Bar
38. Which is one is not an option on the Formatting Toolbar?
- A. Font
 - B. Cut, copy and paste
 - C. Alignment
 - D. B / U
39. What menu is selected to change font and style?
- A. View
 - B. File
 - C. Format
 - D. Edit
40. Which of the following is the correct website address for the University of Swaziland web page?
- A. www.uniswa.co.sz
 - B. www.uniswa.org
 - C. www.uniswa.sz
 - D. www.uniswa.com

SECTION B

Instructions: Answer ALL Four (4) questions

Question 1:

- a) Explain the relationship between files and folders. [2]
- b) i) Convert the decimal numbers **197** and **49** to their binary equivalent. Show all working. [3]
 ii) Convert the binary numbers **10100101** and **11011101** to their equivalent decimal number representation [3]
- c) Mrs Mdluli is a small business woman with limited cash flow. She would like to purchase a computer to help improve the operations of her business, but she has very limited financial resources and cannot afford to buy the computer for cash. The best she can do is to purchase components of the computer over a period of time. Name 4 basic hardware components that Mrs Mdluli would have to purchase in order to put together a fully functional computer. For each component explain to her its function/ purpose and why the computer cannot work without it. State one example of internal memory and one example of an external/auxiliary storage device. [6]

Question 2:

- a) Draw a well labelled sketch diagram of a window, clearly indicating the following parts:
- i. The title of the window must be: My Computer [1]
 - ii. At least three (3) menu items [3]
- b) Describe how you would carry out the following tasks in Microsoft-Windows :
- i) Move a window towards the right side of the desktop [2]
 - ii) Copy the folder **IDE** from the desktop to your USB Flash drive. [2]
 - iii) Rename a file called **SUPEXAM.doc** to be **SECTION A.doc** [3]
 - iv) Create a new folder called **SUPEXAM** in the folder called **EXAMS2011** [2]
 - v) Create a text document called **SECTION B** in the **SUPEXAM** folder created in (iv) above. [2]
 - vi) Search for all files whose names have exactly 4 characters, and the extensions is **.DLL** [2]

Question 3:

- a) Explain the terms font and font size [2]
- b) Describe how you would carry out the following tasks in Microsoft Word:
 - i) View suggested corrections for an incorrectly spelt word [2]
 - ii) Indent a paragraph [1]
 - iii) Make a copy of an existing paragraph to appear at the end of the whole document. [2]
 - iv) Insert a table which has 4 columns and 5 rows [3]
 - v) Move first word of a sentence to the end of that same sentence. [3]

Question 4:

- a) Distinguish between Relative and Absolute cell referencing. [4]
- b) Assuming that:
 - Cell A1 of a spreadsheet contains the formula: = B1+C2+D\$3+\$E4
 - Cell A1 is copied into cell B8
 Write down the formula that you expect to find in B8. [3]
- c) Consider the following electronic spreadsheet:

Joe Bloggs Eastern Goldfields Senior High School					
	15				
	24/11/2003				
Student	Term 1	Term 2	Term 3	Term 4	Year Total
Jean Picard	15	12	14	17	
John Archer	18	14	17	16	
James Kirk	23	22	19	21	
Chris Pike	8	11	7	6	
Jeff Sinclair	19	19	18	14	
Katheryn Ja	13	12	10	12	
Ben Cisco	16	22	20	19	
John Sherric	22	20	24	21	
Lita Alexanc	23	21	28	21	
Class Average					

Explain how the following tasks may be performed on the above spreadsheet

- i) Compute the Year Total for the first student Jean Picard and then for all the other students. [3]
- ii) Sorting all the information in descending order of the Year Total [3]
- iii) Computing the class average for Term 1 and then for all the other terms. [3]

Section A - Answer Sheet

IDE - CFC100/ CFCH100/EDF102: Computer Foundation Course (May 2011)

ID NUMBER _____ PROGRAM: _____

Instructions:

1. Make a big cross  in the appropriate box
2. When completed, *Insert this Answer Sheet into the Examination Answer Folder.*

Question	A	B	C	D
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